

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1</p> <p style="text-align: center;">Case Opening - Introduction and Checklist</p>

There are many elements to filing a new petition and this introduction is intended to serve as a guide and checklist. Below is a list of each procedure that describes how to electronically open a new case and file each corresponding document.

- ✓ A complete list of filing requirements is contained in the Clerk's Filing Instructions (Local Form CI-1) which can be found on our website at www.flsb.uscourts.gov.
- ✓ All documents must be filed in PDF format, except for the creditor matrix.

ENTER THE FOLLOWING FOR EACH NEW E-FILED CASE.

CRITICAL ISSUE - The petition, creditor matrix, and judge/trustee assignment MUST be completed before filing other documents.

I. PETITION package as one PDF image with bookmarks

[NOTE: The Petition and accompanying Schedules (with declaration), Statement of Financial Affairs, Lists, and Statement of Intention (if applicable), should be filed as a single docket entry.]

II. Upload the Creditor Matrix

III. Assign the Judge and Trustee

IV. File all other documents as applicable:

☐ **CERTIFICATION OF PRE BANKRUPTCY CREDIT COUNSELING**

[Required for all individual debtors] **OR,**

☐ **Certification of Exigent Circumstances Re: Credit Counseling (Waiver), pursuant to 11 U.S.C. § 109(h)(3)(A)**

☐ **CERTIFICATION OF FINANCIAL MANAGEMENT COURSE**

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☐ **CHAPTER 11 SMALL BUSINESS - All Financial Documents***

OR,

- ☐ **Chapter 11 Small Business Cash Flow Statement**
- ☐ **Chapter 11 Small Business Balance Sheet**
- ☐ **Chapter 11 Small Business Statement of Operations**
- ☐ **Chapter 11 Small Business Federal Income Tax Returns**

[required financial documents pursuant to 11 U.S.C. §1116(1)] **OR,**

☐ **Chapter 11 Small Business Statement of Unavailability of Documents**

* Each required financial document may be entered separately, or all documents may be entered in a combined PDF event titled **Chapter 11 Small Business - All Financial Documents**.

☐ **CORPORATE OWNERSHIP STATEMENT**

☐ **DISCLOSURE OF DIVISIONAL VENUE**

☐ **DECLARATION RE: ELECTRONIC FILING**

☐ **DISCLOSURE OF COMPENSATION OF ATTORNEY FOR DEBTOR**

☐ **EXPENSES REGARDING FVPS**

☐ **PAYMENT ADVICES**

OR, Other evidence of income received within 60 days before the petition file date

OR, A signed statement that payment advices are not available

☐ **PAYROLL AND SALES TAX REPORTS**

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☐ **PLANS - ALL CHAPTERS**

Also, **CHAPTER 11 DISCLOSURE STATEMENT** is referenced in this procedure.

☐ **STATEMENT OF CURRENT MONTHLY INCOME:**

1. **STATEMENT OF CURRENT MONTHLY INCOME AND MEANS TEST CALCULATION** (Official Form B22A, Chapter 7)
2. **STATEMENT OF CURRENT MONTHLY INCOME** (Official Form B22B, Chapter 11)
3. **STATEMENT OF CURRENTLY MONTHLY INCOME AND DISPOSABLE INCOME CALCULATION** (Official Form B22C, Chapter 13)

☐ **STATEMENT OF SOCIAL SECURITY NUMBER**